

Level 19, Tower D, Port of Spain International Waterfront Centre,
 1A Wrightson Road, Port of Spain, Trinidad and Tobago
 Tel: 1 868 627 4677 (4OPR) or 1 868 226 4677 (4OPR)
 Website: www.opr.org

INVITATION TO BID

1. The Office of Procurement Regulation (OPR) invites suitably qualified firms to submit Bids for the following:

No.	ITB Title and Reference #	ITB Issue Date	Pre-Bid Meeting Date & Time	Submission Deadline Date & Time
1.	Provision of Janitorial and Building Maintenance Services for a period of one (1) year, renewable for two (2) additional years – ITB # 001-2021/2022	January 24, 2022	February 01, 2022 – 9:00am (AST)	February 22, 2022 – 12:00 noon (AST)

2. The Invitation to Bid (ITB) is open to suitably qualified and experienced providers of Janitorial and Building Maintenance Services from Trinidad and Tobago.
3. Interested Contractors are required to send an email request to procurement@opr.org.tt in order to be issued the Invitation to Bid (ITB) Documents. An electronic copy of the complete set of ITB documents will be provided via email from procurement@opr.org.tt. The request should contain the following information:
 - i. the Contractor's business name, address, telephone number and email; and
 - ii. the name, designation, email address and direct contact number of the contractor's designated representative for the purpose of the ITB.
4. Contractors' representatives are encouraged to attend a virtual pre-submission meeting, on the date and time indicated in the table above. An electronic meeting invitation will be issued to all Contractors requesting the ITB documents.
5. The contract will be awarded in accordance with the pre-defined evaluation methodology outlined in the ITB documents. The services to be provided will be governed by the terms and conditions outlined in the draft contract include in the ITB Document.
6. Bids must be completed and submitted in accordance with the instructions outlined in the ITB documents, and must be accompanied by the following:
 - i. Copy of Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue, valid as at the date of submission of Bids.
 - ii. Certificate of Compliance issued in accordance with the National Insurance Act, valid as at the date of submission of Bids.
7. Bids shall be submitted electronically, in accordance with the instructions provided in the ITB documents. Late submissions will not be accepted. Contractors are strongly advised to ensure that they submit their Bids well in advance of the deadline, to mitigate the risk of their Bids being rejected.
8. Bids delivered in accordance with the instructions in the ITB documents will be opened publicly on the same day, shortly after the submission deadline.
9. **LATE Bids will not be considered under any circumstances.**
10. The Office does not bind itself to accept the lowest or any Bid.
11. The Office reserves the right to cancel the present notice in its entirety or partially, without defraying any cost incurred by any firm in submitting their Bids.
12. Failure to comply with any of these instructions or submit any mandatory documents will result in bids not being considered.